



Office Manager/ Bookkeeper/ Administrative Assistant

Groundswell, New York's leading organization dedicated to community public art, seeks a Bookkeeper and Office Manager to serve as a key member of our small administrative staff. Groundswell brings together artists, youth, and community organizations to use art as a tool for social change. Our projects beautify neighborhoods, engage youth in societal and personal transformation, and give expression to ideas and perspectives that are underrepresented in the public dialog. We are a fast growing, nationally acclaimed arts organization. The position offers a great opportunity to play a central role in a dynamic, creative organization that makes an impact on NYC's youth and communities. The position is designed for motivated individuals who are committed to social justice work and interested in playing an integral role in the operations of a nonprofit organization. This full-time, permanent position supports Groundswell's Executive Director, Program and Development staff as well as our accounting consultant.

Bookkeeping Duties and Responsibilities:

- **Accounting Standards and Procedures:** Assist accounting consultant in leading the organization's accounting efforts in all respects. Ensure that the organization's accounting practices follow generally accepted accounting procedures (GAAP) and provide for financial information and reporting as may be required. Ensure proper documentation and retention of accounting records as required by all applicable laws, regulations, rules, and GAAP standards, including the valuation and tracking of multi-year gifts and other restricted funds.
- **Ad-Hoc Financial Reporting:** The Executive Director, Program and Development Staff will request financial information to aid its decision-making. The Bookkeeper must assist the accounting consultant to produce costing reports, analysis, forecasts and projections as needed.
- **Budget Preparation, Reporting and Analysis:** Assist the Executive Director to prepare Groundswell's annual budget in close collaboration with the senior leadership team. Provide analysis of fixed expenses, inflationary trends, expansion needs, etc.
- **Audit Engagements:** Work with the Executive Director and accounting consultant in planning and preparation for all audits.
- **Back-up Capacity:** Bookkeeper must provide back-up in the performance of standard bookkeeping and accounting functions. These functions include: payroll, check issuance, accounts receivable, accounts payable, entry into the accounting system.
- **Monitor All Transactions:** Be in charge of all orders and other transactions related to both operational and programmatic expenses.
- **Contracts:** Assisting Program staff to develop contracts for all projects.

Office Management Duties and Responsibilities:

- **Administrative Responsibilities:**
 - Assist with all administrative development tasks including making phone calls, copying and mailing, and office supply requisition.
 - Oversee maintenance of non-program office areas, including technological solutions.
 - Working as the liaison with tech consultant
 - Coordinate staff meetings, taking minutes assist ED in prepping other events
 - Coordination of Sales Force improvements & system issues. Correspondence with consultants from Exponent Partners. Building and distributing surveys via Sales Force.
 - Proactively suggest systems improvements inherent to job.
 - Provide support where needed to Executive Director
 - Help ensure hard-copy and electronic development files are up to date and backed up securely
 - Monitor security system, liaison with ADT security
 - Intern supervision and recruitment
- **Human resources:**
 - Collect and organize timesheets
 - Prepare hire & termination packages
 - Coordinate benefits research and benefits plan administration
 - Payroll
 - Celebration of staff birthdays

QUALIFICATIONS

- Bachelor's degree in accounting preferred;
- Certified Public Accountant certification is preferred;
- Minimum of three year's successful experience in the field of non-profit accounting, operations, is preferred;
- Knowledge of accounting and standard practices in human resources with an emphasis on non-profit organizations.
- Strong attention to detail and eagerness to troubleshoot and problem solve.
- Excellent written and verbal communication skills and strong interpersonal skills;
- Ability to take initiative and prioritize multiple projects and deadlines simultaneously in a fast-paced environment;
- Well developed computer skills, including proficiency in Microsoft Word and Excel
- Knowledge of QuickBooks
- Knowledge of Sales Force database
- Able to work in diverse, collaborative environment.
- Commitment to Groundswell's mission of arts as a tool for social justice in New York City.

Application Procedure:

Applications should be sent by email to office@groundswellmural.org and should include the following:

- A cover letter including your salary requirements
- Resume

Application Deadline: April 1, 2014